

# COMMANDING OFFICER'S REPORT

For use of this form, see Fort Knox Pam 635-200

## DEPARTMENT OF THE ARMY

Fort Knox, Kentucky 40121

S: \_\_\_\_\_

\_\_\_\_\_  
(Office Symbol) (635-200a)

\_\_\_\_\_  
(Date)

MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Discharge for \_\_\_\_\_ Under AR 635-200, Chapter \_\_\_\_\_  
Paragraph \_\_\_\_\_

1. It is recommended that (Name, rank, SSN) \_\_\_\_\_  
be eliminated from the Army under the provisions of AR 635-200, Chapter \_\_\_\_\_, Paragraph \_\_\_\_\_,  
for the \_\_\_\_\_  
because \_\_\_\_\_.

2. In support of the recommendation, the following information is provided for (Name) \_\_\_\_\_  
\_\_\_\_\_ :

a. Number of service years \_\_\_\_\_, \_\_\_\_\_ months, as of this date.

b. He/she last enlisted (or re-enlisted) on \_\_\_\_\_ for a term of \_\_\_\_\_ years and  
has/has no prior service. (State each enlistment.) \_\_\_\_\_  
He/she is \_\_\_\_\_ years old.

c. He/she has/has no Reserve commission or warrant.

d. Discharge is recommended because of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(Include narrative statement of basis for discharge and results of counseling sessions.)

e. During the period \_\_\_\_\_ to present, this soldier has been assigned to various duties  
(List duty assignments and quality of service). His/her assignments in this battalion have been as listed below:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

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Paragraph \_\_\_\_\_

f. **He/she** has been counseled as indicated below:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

g. During (Name) \_\_\_\_\_ 's current enlistment term of (From/to) \_\_\_\_\_

\_\_\_\_\_, **he/she** has been promoted from \_\_\_\_\_ to \_\_\_\_\_  
and has been reduced from \_\_\_\_\_ to \_\_\_\_\_  
on \_\_\_\_\_ for \_\_\_\_\_

h. (Name) \_\_\_\_\_ has \_\_\_\_\_ days of AWOL, and \_\_\_\_\_ days  
of confinement.

i. As discharge is recommended for the reasons stated in paragraph 2d above, elimination for unsuitability,  
or other disposition of the case, **is/is not** considered appropriate. (Rank/name) \_\_\_\_\_ 's  
performance is characterized by \_\_\_\_\_

j. List convictions by Civil Court and Articles 15, include offense and punishment (Encl 5).

k. The following additional information for this enlistment, after a thorough screening of soldier's  
201 File is submitted. (Information includes, but is not limited to evaluations, awards, promotions,  
memorandums of achievement and appreciation, Enlisted Evaluation Reports (EERs), and memorandums  
of reprimand. This information will be added as enclosures to this memorandum.

l. Any medical or other data meriting consideration in the overall evaluation is submitted below and is  
attached as an enclosure. \_\_\_\_\_

\_\_\_\_\_  
(Office Symbol)

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Paragraph \_\_\_\_\_

m. Any information pertinent to this case, not listed above, is listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

n. There **is/is not** a record of lost time. If so, soldier was AWOL from \_\_\_\_\_ to \_\_\_\_\_  
Soldier was confined by civilian authorities from \_\_\_\_\_  
to \_\_\_\_\_.

\_\_\_\_\_  
Encls

1. Memo of Notification
2. Med Exam (SF88, SF93,  
DA Form 3822-R)
3. Extract of Previous Convictions  
(DD Form 493)
4. Rec of Art 15 Proceedings  
(DA Form 2627)
5. Enlisted Record Brief  
(Ensure most current forms are sent)

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(Rank/Branch)

\_\_\_\_\_  
Commanding